

Montgomery County

Office 365 Migration

IT Contacts readiness checklists

Pre-Migration

- ✓ Verify Public Folders and permissions
- ✓ Verify resource mailbox needs and request those needed
- ✓ Verify all active mailboxes and delete others

Post Migration

- ✓ Verify shared and groups accounts migrated
- ✓ Verify room and resource accounts transferred
- ✓ Verify all faculty/staff and student employee accounts transferred
- ✓ Re-share calendars, folders etc...
- ✓ Setup mobile devices and clients, remind everyone of documentation for self help
- ✓ Check with key staff to ensure they are functional
- ✓ Verify data transferred (email and calendar data for all accounts)
- ✓ Reestablish forwards through Office 365 options if setting did not transfer
- ✓ Transfer contacts from old client to Office 365
- ✓ Remove old account settings from Outlook
- ✓ Make sure time zone information is set correctly in Office 365